

THE PORT OF LONG BEACH HAS AN IMMEDIATE OPENING FOR
PORT COMMUNICATIONS OFFICER – MULTI-MEDIA/TECHNOLOGY
(Unclassified)

Salary: \$54,336 - \$74,004 annually

The Port Communications Officer – Multi-Media position reports to the Assistant Director of Communications/Public Information Officer.

EXAMPLES OF DUTIES:

- Operates sophisticated computer programs to design, lay out and illustrate a diverse range of visual materials including: flyers, newsletters, brochures, posters, powerpoint presentations, video projects, maps, graphs, reports and marketing/promotional materials.
- Creates or revises specifications for camera-ready copy.
- Serves as the Port Webmaster to promote Port services, programs and events.
- Advises and assists in the selection of media to be used for visual presentations, including video, photography, graphics, printed collateral, including type size and style, ink color and paper stock.
- Assists in the coordination of a wide variety of activities and projects with other Port staff, elected and appointed officials, maritime industry customers, commercial printers and suppliers, photographers, writers and editors.
- Participates in Port task forces, committees and other groups as needed.
- Produces and directs video productions, produces and broadcasts live meetings, seminars and workshops. Provides technical direction and coordination for cable broadcasts of public meetings and special events.
- Supervises and directs Port staff responsible for graphics design and audio visual requirements.
- Supervises and/or provides technical direction to technical crews, contractors and volunteers. Assigns work and provides training and guidance.
- Coordinates projects with Port staff, community groups, businesses, vendors, consultants and other public and private agencies as needed.
- Other related duties as required.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in communications, public relations, graphics and web design or related field and five years increasingly responsible experience in public relations, computerized graphic illustration or multi-media production/broadcasting including knowledge of web site development and content management applications and protocols.
- Valid California Driver's License.
- Extensive knowledge and experience of the maritime industry is **highly desirable**.

APPLICATION PROCESS:

To request an application packet call (562) 901-1743 or apply on-line at www.polb.com. You are required to submit a cover letter and resume along with the completed [application](#) and [self-identification form](#) to Claudia Lewis, Administrative Analyst, 925 Harbor Plaza Dr., Long Beach, CA 90802 or e-mail all information to lewis@polb.com no later than **Friday, October 14, 2005**.

Equal Opportunity Employer

This information is available in an alternate format by request to Colleen Krone (562) 590-4129.